



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

Communications and Outreach Communications Senior (COSE82016) August 1, 2016

Job Category: Senior
Experience Required: 4 years or more
Salary Range: \$65,700 - \$81,453

The Chicago Metropolitan Agency for Planning (CMA) is seeking to hire a Communications Senior to provide strategic and editorial leadership for the agency's electronic communications, including its website, weekly e-newsletter, and social media channels. CMA is our region's official comprehensive planning organization. The agency and its partners are developing ON TO 2050, a new comprehensive regional plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information, and details regarding benefits are at www.cmap.illinois.gov/about/careers#benefits.

Position Description

The CMA website is our most powerful communications asset, with a wealth of content that reflects the agency's priorities and policies. CMA has outstanding consultants for web front-end and back-end development who will be an asset that the Communications Senior will oversee. While the Communications Senior's primary role will be to strategically curate online content, the position will also entail management of printed materials and handling of certain external relations.

Responsibilities

- **Strategic Communications.** Take a leadership role in developing communications plans that include conceiving, managing, and executing integrated online and print content to advance policy and planning objectives of the agency and region. Write content for the CMA website, [Weekly Update](#) e-newsletter, social media channels, and various other publications. Liaise with web and design consultants. Oversee staff responsible for developing strategic web content.
- **Project Management.** Manage projects to make significant enhancements of the website to create engagingly interactive and informative content. Oversee the work of web consultants and CMA staff to initiate and complete these developments.
- **Materials Development and Coordination.** Provide editing, writing, quality assurance, and design workflow assistance for various CMA publications. Lead and assist in development of varied materials, including the agency's annual report, plans, policy analysis, and more.
- **External Relations.** Work with communications leadership to enhance public perception of the agency and support coalition-building efforts. Help prepare and distribute press releases and other news products. Respond to media inquiries.

Knowledge, Skills, and Abilities

- Strong writing and editing skills.
- Experience developing strategic communications plans and using varied but integrated media for online marketing and promotion of events, products, or publications.
- Experience writing and communicating to multiple audiences in both public and private sectors.
- Experience writing for and using various social media channels, particularly Twitter and Facebook.
- Experience managing a web content management system, including competence with HTML and some familiarity with CSS.
- Experience working with (and preferably managing) web front-end and/or back-end developers.
- Experience using e-blast systems (e.g., Constant Contact).
- Demonstrated ability to contribute to complex projects and work as part of a team.
- Knowledge of Chicago and AP style.
- Strong organizational and time management skills, as well as attention to detail.

Education and Experience

- Bachelor's degree required, Master's degree preferred in English, Communications, Journalism, or a related discipline.
- At least five years of experience working in communications or public relations.

How to Apply

Submit cover letter and résumé via the web at www.cmap.illinois.gov/about/careers. Please refer to **Job Code (COSE82016)**.

Posting End Date

This posting will close on September 1, 2016 at 5:00 p.m. CST. All applications must be completed and submitted within that timeframe.

The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.